

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<b>TIER I (\$25,000-\$99,999)</b>	<b>TIER II (\$100,000-\$250,000)</b>	<b>TIER III (&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel <b>(Only check for on-site inspection services)</b>	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently pre-qualified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide three (3) paper copies of the Proposal to the MDOT project manager named in the attached scope of services. Up to three (3) consultant firms will be selected for these services. This will be a two year as-needed contract for 2006 and 2007.

These copies must be received by **12:00 Noon on Thursday, April 20, 2006.**  
Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firms considered most qualified to perform the engineering services based on the proposals. The selected vendors will be contacted to confirm capacity. Upon confirmation, firms will be asked to prepare a priced proposal. Negotiations will be conducted with the firms selected.

**The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

Scope for "As Needed" Construction Testing and Inspection Services for the  
2006 Southwest Region Hot Mix Asphalt  
QUALITY ASSURANCE PROGRAM

1. Project Location

Various locations throughout the nine counties in Southwest Region. The counties include Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren.

2. Primary Prequalification Classification

Bituminous Plant Inspection and Testing Services

3. Secondary Prequalification Classification

N/A

4. MDOT Project Manager

Jack Klee, P.E.  
Southwest Region Soils and Materials Engineer  
1501 East Kilgore Road  
Kalamazoo, Michigan 49001-6300  
Phone: (269) 337-3952  
Email: [kleej@michigan.gov](mailto:kleej@michigan.gov)

5. Duration of Contract

The contract shall be in effect from approximately June 2006 – May 30, 2007

6. Description of Work

On an "As Needed" basis, the work consists of two (2) primary categories: (MDOT reserves the right to request the following services on any project located in the Southwest Region, under the conditions of this "as needed" scope of services. See exhibit A for a partial list of potential job numbers.)

A. Quality Assurance (QA) testing and inspection of the Southwest Region's 2006 Hot Mix Asphalt (HMA) program as required by the appropriate specifications

B. Perform the duties of the Traveling Mix Inspector (TMI) for the Southwest Region for the 2006 construction season, as characterized further in this Scope of Work.

The vendor shall adhere to MDOT's safety, work zone safety, and personal protective equipment policies. The vendor shall also provide all their own transportation necessary to complete the work.

**Up to three (3) vendors may be selected for this as-needed contract.**

It should be noted that a consultant award under this contract is not a guarantee that MDOT will use the Consultant's Services

The QA part of this contract involves providing all labor, equipment, and materials to perform the required tests and subsequent administration and reporting for Marshall and Superpave Hot Mix Asphalt (HMA) mixes. The work includes but is not limited to generation of all random sample locations for the TSC Delivery Engineers, on site HMA sampling, HMA core pick up from various locations within the region, and complete all QA testing and related documentation within the specified time frames in the contract documents. The consultant must follow all AASHTO, ASTM, FHWA, and MDOT test procedures and regulations. The consultant shall attend all meetings as directed by the Project Engineer or Project Manager.

The Traveling Mix Inspector (TMI) portion of this contract requires the consultant to provide all labor, equipment and materials to perform the duties of the TMI which include, but are not limited to, writing Job Mix Formulas (JMF's), provide technical expertise to MDOT and local government field inspectors, certifying bituminous labs and plants, reviewing Independent Assurance Tests (IAT's), coordinating and training MDOT personnel on field and lab protocol, participating in MDOT's TMI quarterly meetings, gathering binder and HMA samples, working closely with the TSC Delivery staff to troubleshoot construction problems and make recommendations to correct issues, and administering HMA referee sampling results. The TMI shall at a minimum be certified in HMA design through MDOT's sponsored program, have a valid driver's license, adequate transportation, and communication capabilities including but not limited to a Nextel phone and a laptop computer.

Failure of any of the above will be found in noncompliance with the contract.

## 7. Coordination

In order for the work to be properly executed, the consultant will be required to coordinate the work and schedules with MDOT Lansing, Southwest Region, and Southwest Region Transportation Service Centers (TSC's) personnel, and the HMA paving industry.

It is stressed that due to the potential for conflicts of interest, the consultant will not be allowed to perform the work on projects where they have had a contractual relationship with the contractor or subcontractor on that specific project.

## 8. Payment Schedule and Associated Details

Reimbursement for the work shall be on a monthly basis and shall be broken down into QA testing and TMI work. Furthermore, all reimbursement shall be charged to approved projects with associated job numbers. Overtime will be allowed with prior approval by the Project Manager. Overtime is defined as hours worked by the same person in excess of 40 hours in a Sunday through Saturday week. Overtime is not allowed for nights or weekends until the employee has reached 40 consecutive hours of regular time. The fixed fee allowed for this project is 11.0%.

### **VENDOR PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The TMI invoicing shall be broken down into the following subcategories.

#### 1. JMF's

2. Contractor Services
3. Binder Sampling
4. On-site construction visits and issues
5. Laboratory Certifications
6. Hot Mix Asphalt plant certifications
7. QA test review
8. IAT reviews

### **MDOT's Responsibility**

The Project Engineer shall furnish the consultant project specific information, contracts, proposals, plans, report forms, and other information and/or data as deemed necessary by the Project Engineer for the services required herein.

03/30/06:

JAK

Exhibit A  
Partial list of potential Job numbers for  
Southwest Region As Needed 2006 HMA  
QUALITY ASSURANCE PROGRAM

CS-JN

80023-53350A

39022-76448A

13073-60522A

80072-32382A

78022-50768A

08051-50760A

80013-60471A

11017-60466A

13081-60527A

39081-60513A

13022-48851A

08011-60507A